



**Office of the Clerk**  
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Memo To: Board of Public Works and Safety  
From: Sana Booker, Clerk  
Date: June 14, 2016  
Subject: Full-Time Administrative Assistant

I request that the Board approve the transition of Lindsey McCollum from a regular part-time to a full-time Administrative Assistant in the Clerk's office effective June 20, 2016. Ms. McCollum was a temporary employee for (7) months in the Clerk's office, prior to being hired as a regular part-time employee in January 2016. As the Clerk's office transitioned to a stand-alone department the importance of full-time staff is essential to efficiently and effectively serve the City's departments and citizenry of West Lafayette. Ms. McCollum has met the requirements to be cross-trained in all areas of operations in the Clerk's Office. Ms. McCollum will work 37.5 hours with a bi-weekly salary of \$1,365.00.

Respectfully submitted,

Sana G. Booker  
City Clerk